POSITION DESCRIPTION

Rvsd 10/04/18

DOA-15302 (C07/2015)
PREVIOUSLY OSER-DMRS-10
State of Wisconsin
Department of Administration/Division of Personnel Management

1. Position No.	2. **Cert**/ Reclass Request No.	3. Agency No.
300129	18-8017 Effective	566

4. NAME OF EMPLOYEE

5. DEPARTMENT, UNIT, WORK ADDRESS

Wisconsin Department of Revenue
Division of Research & Policy (R&P)
Income Tax Policy Team
2135 Rimrock Road
Madison, WI 53713

6. CLASSIFICATION TITLE OF POSITION

IS Systems Development Services Professional

7. CLASS TITLE OPTION (to be filled out by Human Resources Office)

8. NAME AND CLASS OF FORMER INCUMBENT

Piyush Gambhir, IS Systems Dev Serv Specialist

9. AGENCY WORKING TITLE OF POSITION

SAS Database and Tax Sample Developer/Programmer

10. NAME AND CLASS OF EMPLOYEES PERFORMING SIMILAR DUTIES

11. NAME AND CLASS OF FIRST-LINE SUPERVISOR
Michael Oakleaf, Income Tax Policy Team Supervisor
Revenue Management Supervisor

12. FROM APPROXIMATELY WHAT DATE HAS THE EMPLOYEE PERFORMED THE WORK DESCRIBED BELOW?

13. DOES THIS POSITION SUPERVISE SUBORDINATE EMPLOYEES IN PERMANENT POSITIONS? Yes ☐   No X

IF YES, COMPLETE AND ATTACH A SUPERVISORY POSITION ANALYSIS FORM

14. POSITION SUMMARY – PLEASE DESCRIBE BELOW THE MAJOR GOALS OF THIS POSITION:

SEE ATTACHED

15. DESCRIBE THE GOALS AND WORKER ACTIVITIES OF THIS POSITION

— GOALS: Describe the major achievements, outputs, or results. List them in descending order of importance.
— WORKER ACTIVITIES: Under each goal, list the worker activities performed to meet that goal.
— TIME %: Include for goals and major worker activities.

TIME %	GOALS AND WORKER ACTIVITIES (Continue on attached sheets)
	SEE ATTACHED

16. SUPERVISORY SECTION - TO BE COMPLETED BY THE FIRST LINE SUPERVISOR OF THIS POSITION

a. The supervision, direction, and review given to the work of this position is [X] close [ ] limited [ ] general.

b. The statements and time estimates above and on attachments accurately describe the work assigned to the position.

Signature of first-line supervisor _____ Date _____

17. EMPLOYEE SECTION - TO BE COMPLETED BY THE INCUMBENT OF THIS POSITION

I have read and understand that the statements and time estimates above and on attachments are a description of the functions assigned my position.

Signature of employee_____ Date _____

18. Signature of Human Resources Manager_____ Date _____

IS Systems Development Services Professional (Position # 300129) 10/04/18

<u>POSITION SUMMARY</u> (Line 14)

This position serves as the SAS Database and Tax Sample Developer/Programmer performing entry to development level professional Information Systems (IS) software applications and development activities, which supports the overall System Development Life Cycle actives including the planning, development, implementation, upgrade, enhancement and maintenance for the for the Division of Research and Policy (R&P). In addition it is responsible for the Division's work on the corporate and individual aggregate statistics databases and corporate and individual tax simulation models. This includes the analysis, design, programming, implementation, and documentation for assigned projects and data systems in the Division. Defines, sets business requirements, researches and selects the tools, techniques, standards and methodologies to be used in application development activities for the Division and completes related programming with the Division's IS Business Automation Specialist. Analyzes and resolves program and system failures. Performs in conjunction with other Division IS and economist staff project management and data administration functions. Supports the analytic research of the Division's revenue economists. Coordinates project development, research and implementation with the Division's IS Business Automation Specialist.

The position works with applications in a multi-operating system environment, specifically SAS. It also works with databases from a multitude of sources ranging from samples conducted by the Division, to data collected by other divisions in the agency, other agencies, and the federal government.

The work involved in this position is multi-task in nature, and conducted largely based on a cyclical work flow pattern. The emphasis is on developing sophisticated applications for R&P data bases in a networked environment.

This position works under close progressing to limited supervision of the R&P Income Tax Policy Team Supervisor. It will also receive guidance and assistance from R&P's IS Business Automation Specialist and Revenue Economist- Confidential Senior/Advanced positions.

<u>TIME %</u>   <u>GOALS AND WORKER ACTIVITIES</u> (Line 15)

40%   A. Perform entry to development level applications programming tasks needed to plan, develop, implement, upgrade, enhance, or maintain R&P programs.
- A1. Analyze user requirements and develop detailed specifications, data structure, and logic flow charts to meet user needs.
- A2. Analyze and maintain existing programs to meet user needs and specifications.
- A3. Design and code programs for new and existing systems to meet user needs and specifications.
- A4. Run, test and debug programs so that all possible conditions are accounted for and all calculations and formulas are accurate.
- A5. Prepare technical documentation for programs, processes and procedures, job streams, and systems.
- A6. Update and migrate existing data structures to new operating environments as needed.
- A7. Design, test and implement SAS programs to create, merge and manipulate large SAS databases to produce statistical analyses from these data, utilizing SAS macro programming as necessary.

20%   B. Perform systems analysis and design tasks related to assisting in the development of new applications and/or enhance or monitor existing computer systems and programs in the Division.
- B1. Research techniques and methodologies to be used in developing unique R&P applications.
- B2. Provide input into the application tools and methodologies used in developing unique R&P applications.
- B3. Analyze user requirements; recommend and present solutions to meet those needs.
- B4. Draft general and detailed specification flow charts and data structures necessary to design or enhance computerized systems, subsystems and programs for review and input by other R&P staff.
- B5. Participate in the design of systems, subsystems and programs as specified by prior analysis.

        B6. Develop, with the assistance of other R&P staff and supervisor, work plans, test plans, implementation schedules, and status reports for projects, systems, subsystems, and programs.

        B7. Conducts end-to-end testing of quality control for corporate and individual income tax simulation models.

20%   C. Provide data requested by the Division business users.

        C1. Perform model simulations on the various tax models at the request of the business users.

        C2. Perform cross-tabulations of data collected by the Department.

        C3. Prepare aggregate statistics databases summarizing individual and corporate income taxes.

10%   D. Maintain and expand on an ongoing basis technical expertise in the design, capabilities, limitations, methodologies, and use of enterprise and statewide applications development facilities and tools.

        D1. Attend courses and seminars, and take on-the-job study as required to understand and remain current with emerging industry applications development strategies, tools, facilities, methodologies, and architectures.

        D2. Ongoing growth of technical expertise in design capabilities.

        D3. Consult with other analysts/programmers and contractors about techniques used in department systems.

        D4. Read books, periodicals and other internal documents to expand knowledge of the Department's information systems.

        D5. Conduct special projects as requested.

10%   E. Development of understanding of individual and corporate income tax law.

        E1. Gain familiarity with Wisconsin individual income and corporate income tax law by reading and reviewing Wisconsin tax forms and instructions.

        E2. Work with R&P staff to understand and track legislative developments at the federal and state level that affect tax law and the related changes needed to the corporation and individual tax models.

        E3. Develop a working relationship with Income, Sales & Excise Tax (IS&E) Division staff to gain an understanding of how tax liability is determined.

KNOWLEDGES, SKILLS AND ABILITIES

1. Skill in the planning, development, implementation, upgrade, and support of software applications.

2. Skill in research techniques and methodologies to be used in applications development activities.

3. Working knowledge of systems analysis and design.

4. Knowledge of programming languages supported in Department of Revenue (DOR) applications used in integrated tax system and the data warehouse.

5. Skill in data processing methods.

6. Skill in data compression, data modeling and simulation techniques.

7. Basic knowledge of how federal and state tax laws work (e.g. individual and corporation).

8. Knowledge of trends including new and emerging technologies.

9. Skill in project management principles, methods and practices.

10. Ability to create draft business project plans and schedules, estimate resource requirements, define milestones and deliverables, monitor activities, and evaluate and report on accomplishments.

11. Ability to work as a team member in collaboration with other technical staff, customers, vendors, and other agencies to identify and resolve problems.

12. Ability to communicate clearly and concisely in both verbal and written form to peers and management.

13. Ability to apply innovative ideas and technology to various situations.

14. Ability to adapt to new and emerging technologies.

15. Ability to develop business, systems and technical specifications and documentation for automated business systems.

16. Ability to analyze requirements and to design and develop prototypes for information systems.

17. Skill in diagnosing technical problems, isolating causes and suggesting solutions implement to reporting systems problems.

18. Knowledge of mainframe operating systems, databases, programming languages, and FAST (GenTax) system technologies.

19. Proficiency in programming in SAS.

20. Knowledge of LAN and Web operating environments, databases and languages.

21. Ability to assist in the development, maintenance, and support of DOR systems in mainframe and web environments.

22. Ability to draft and execute test plans and procedures for information systems.

23. Knowledge of MS Office suite and other common desktop applications.

24. Skill in the methods and practices for troubleshooting, recovering, adjusting, modifying, improving, and/or reengineering systems that support DOR's critical in-house and outsourced applications.

25. Ability to assist in the development of architectural designs based on business requirements.

26. Foundational knowledge of the workings and interrelationships of the multiple IT systems delivering critical applications for DOR.